



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

STAFF SERVICES ANALYST

\$2,817 - \$4,446

INVESTIGATION DIVISION

VALENCIA

RESPONSIBILITIES: Under the general supervision of the Supervising Insurance Investigator or designee, the incumbent performs work of average difficulty in a wide variety of consultative and analytical staff services assignments such as program evaluation and planning; systems development; budgeting, planning, training, management and personnel analysis, and other related assignments. Tasks include preparation of draft monthly and quarterly reports, press releases, database management, contract preparation, budgetary projections, research, trend analysis, statistical analysis, evidence tracking, and public liaison with allied and public agencies. ***Background check and fingerprinting are required.***

DESIRABLE QUALIFICATIONS:

- Demonstrated experience in performing and completing analytical assignments;
- Strong analytical, oral/written communication skills and good interpersonal skills;
- Ability to work with extreme independence under general supervision;
- Personal computer experience including software applications such as Microsoft Word, Excel and Access.

WHO MAY APPLY: Applications will be accepted from current State employees at the Staff Services Analyst level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

******A STATEMENT OF QUALIFICATIONS must be included with the application. The Statement of Qualifications is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications listed above. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and be no more than two pages in length.***

Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the Statement of Qualifications will be eliminated from the selection process.***

APPLICATION PROCEDURE: Send a completed standard State of California application along with a copy of the **Statement of Qualifications** to Laura Gonzalez, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "STAFF SERVICES ANALYST – PSN 413-043-5157-001" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. For additional information, please call (916) 492-3308 or laura.gonzalez@insurance.ca.gov

FINAL FILING DATE: **Until Filled**

NOTE: **Interested individuals must submit an application in order to be considered for this position.**

R042612LG

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
